

# IMPORT DATA FROM AZURE TO EXCEL

## OVERVIEW

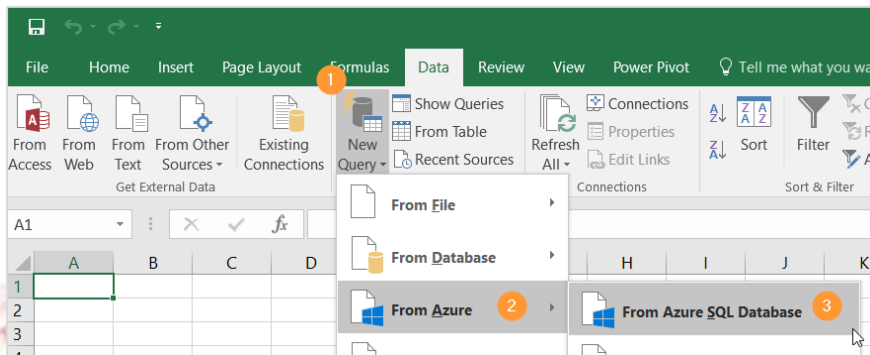
This guide will show you how to connect to an external data source and import the data into Excel for further analysis. Eventually, you can use the imported data in Power BI and turn it into insightful reports.

## REQUIREMENTS

- Excel 2010 or later
- External database (This guide uses Azure SQL Database)

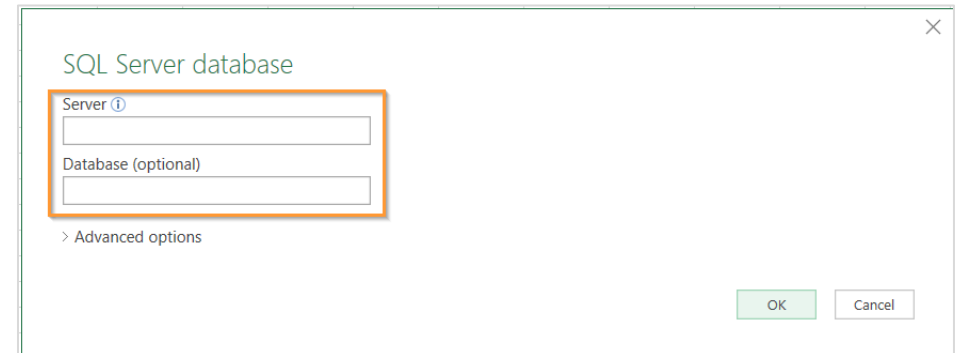
## CONNECT TO A DATABASE

1. Go to **Data** tab and select **New Query** → **From Azure** → **From Azure SQL Database**.



2. Enter your server and database name (optional). You can also enter the port number of your server if needed.

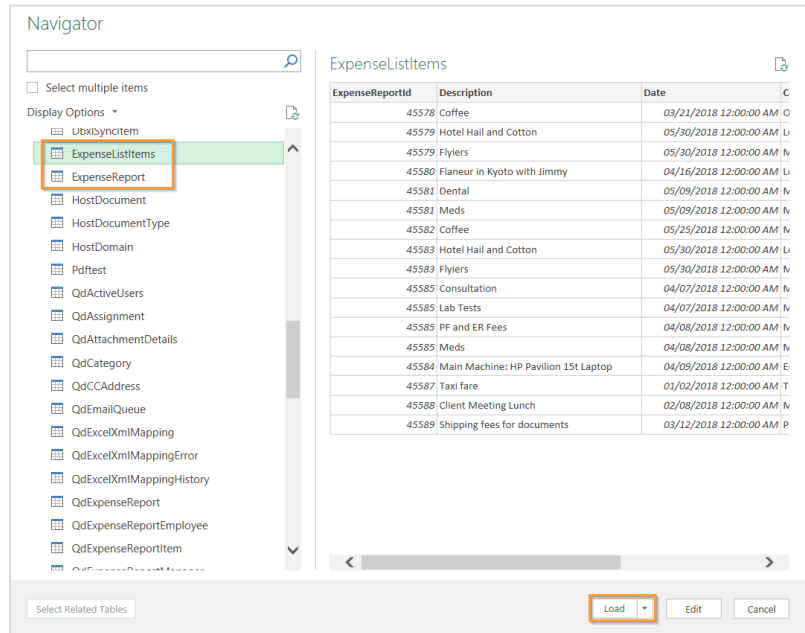
Example: `servername:portnumber`



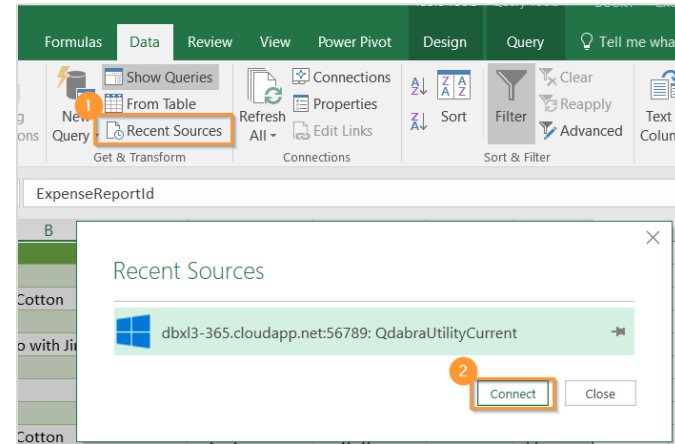
3. Enter your database credentials if prompted.

## IMPORT DATA FROM DATABASE TABLES

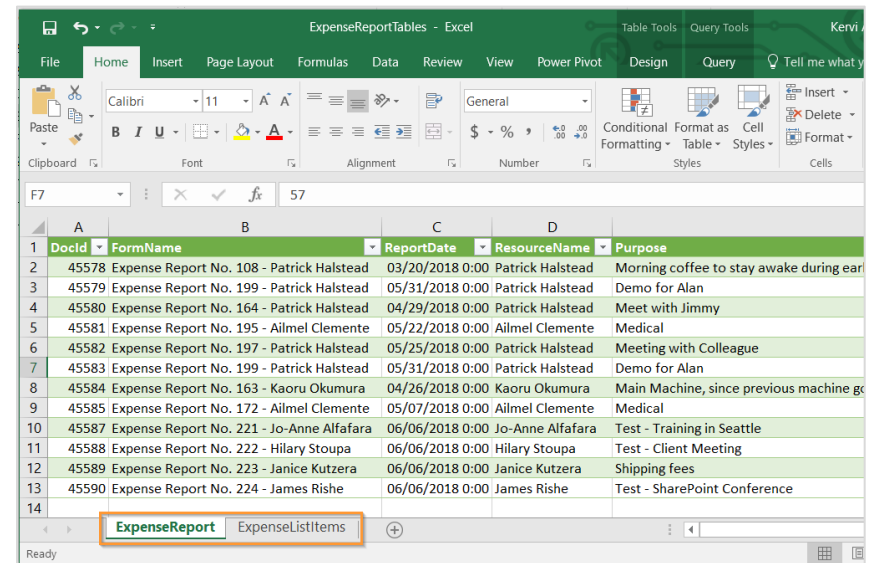
1. Navigate to the database tables and select the tables you want to load in excel.



2. To save us from setting up again the database connection, just click on the **Data** tab → **Recent Sources**. Select the preferred server/database in the popup window and click **Connect**.



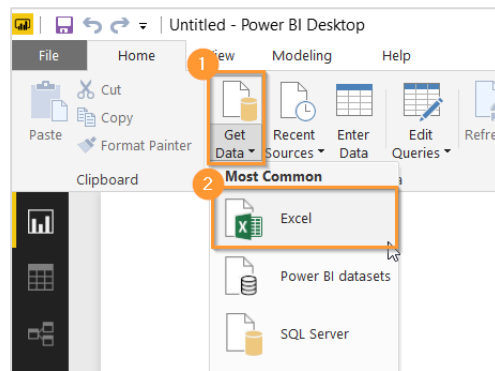
3. The Excel workbook will automatically create one sheet per table that is loaded. Rename the sheets as desired. Then Save.



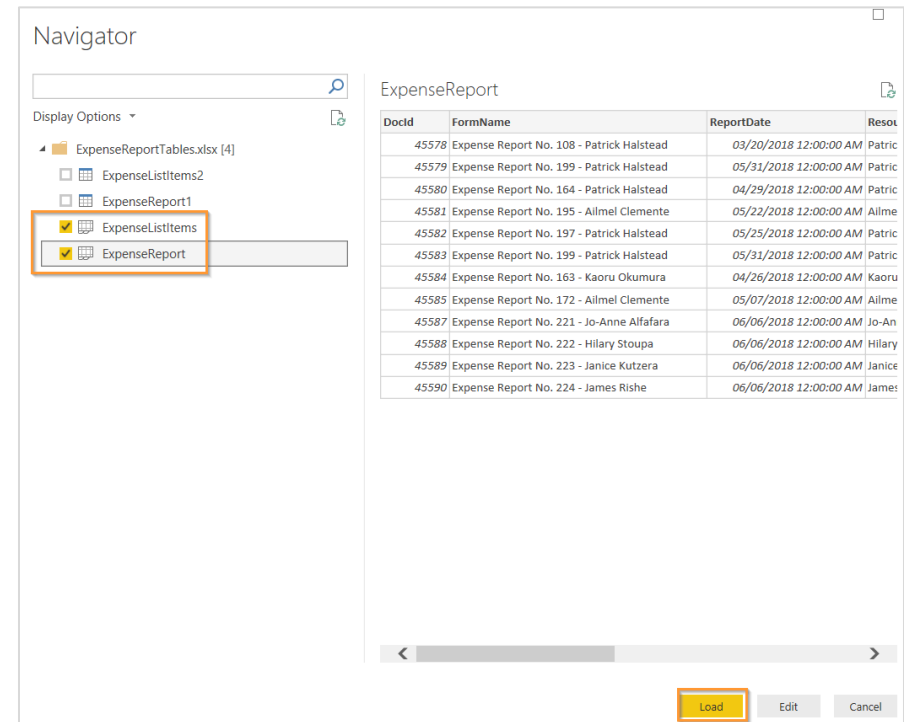
## IMPORT EXCEL DATA TO POWER BI

Now that we have our data in Excel, we can use this to bring data into Power BI.

1. Go to Power BI Desktop and select **Get Data** → **Excel**. Then select the Excel workbook you just saved.



2. Select the sheets that you want to load into Power BI.



Once successfully loaded, you will see the data in the **Data** page of Power BI.

ExpenseReportId	Description	Date	Category	Amount	Status
45578	Coffee	03/21/2018 12:00:00 AM	Office supplies	70	Approved
45579	Hotel Hail and Cotton	05/30/2018 12:00:00 AM	Lodging	45	Approved
45579	Flyers	05/30/2018 12:00:00 AM	Marketing	12	Approved
45580	Flaneur in Kyoto with Jimmy	04/16/2018 12:00:00 AM	Lodging	200	Approved
45581	Dental	05/09/2018 12:00:00 AM	Medical	201	Approved
45581	Meds	05/09/2018 12:00:00 AM	Medical	26	Approved
45582	Coffee	05/25/2018 12:00:00 AM	Morale	3	Approved
45583	Hotel Hail and Cotton	05/30/2018 12:00:00 AM	Lodging	45	Approved
45583	Flyers	05/30/2018 12:00:00 AM	Marketing	12	Approved
45585	Consultation	04/07/2018 12:00:00 AM	Medical	10	Approved
45585	Lab Tests	04/07/2018 12:00:00 AM	Medical	52	Approved
45585	PF and ER Fees	04/08/2018 12:00:00 AM	Medical	37	Approved
45585	Meds	04/08/2018 12:00:00 AM	Medical	31	Approved
45584	Main Machine: HP Pavilion 15t Laptop	04/09/2018 12:00:00 AM	Equipment	1000	Paid
45590	Lodging expenses	03/21/2018 12:00:00 AM	Lodging	50	Submitted
45587	Taxi fare	01/02/2018 12:00:00 AM	Transportation	40	Submitted
45588	Client Meeting Lunch	02/08/2018 12:00:00 AM	Meals	55	Submitted
45589	Shipping fees for documents	03/12/2018 12:00:00 AM	Postage	15	Submitted

**Note:** To create report out of these data, you can follow the **Create Power BI Reports** document included in this package.

**CONTACT INFORMATION**

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